

SAP Business Intelligence Reporting

Printing Report Results

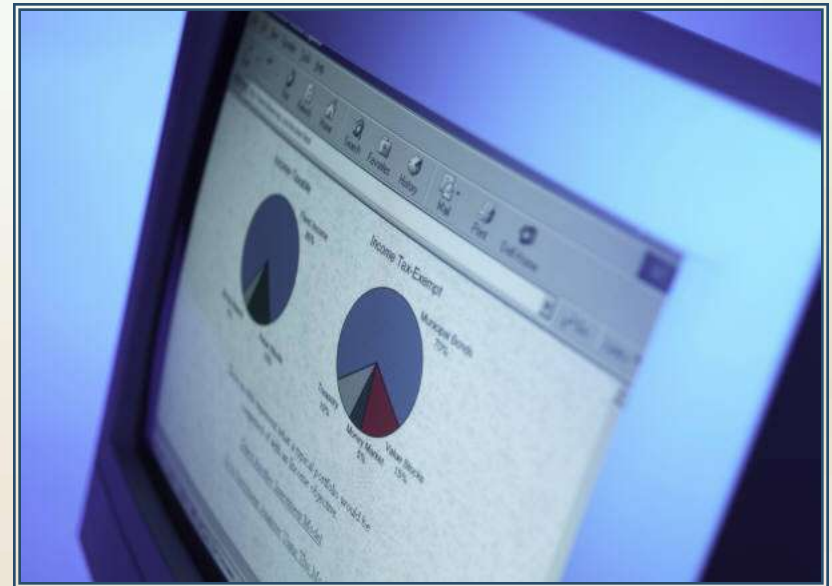
Washington State HRMS Business Intelligence (BI)
Self-Paced Learning Materials
General Topics - BI End Users/Power Users

Printing Report Results - Overview

The Printing Report Results section provides an overview for printing report results from the HRMS Portal.

Topics covered in this section include:

- Printing Report Results - HRMS Portal
- Printing Report Results - MS Excel




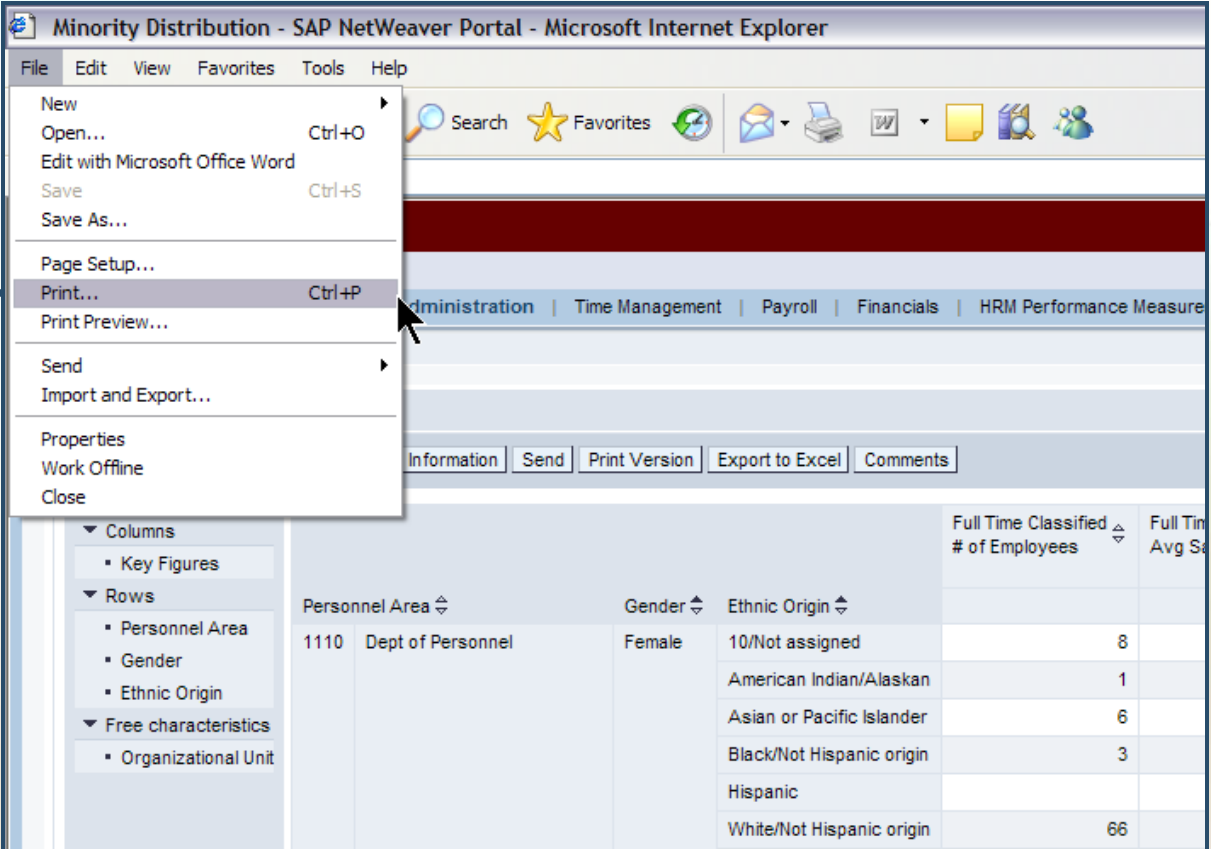
Printing Report Results - HRMS Portal

Printing reports from the HRMS Portal uses the standard web browser printing functionality.

To print report results from the HRMS Portal:

1. From the web browser menu, select File.
2. Select Print.

 Print properties may need to be adjusted depending on report layout or results.



The screenshot shows a Microsoft Internet Explorer window titled "Minority Distribution - SAP NetWeaver Portal - Microsoft Internet Explorer". The File menu is open, and the "Print..." option (Ctrl+P) is highlighted. The background shows a report titled "Minority Distribution" with a table of data.

Personnel Area	Gender	Ethnic Origin	Full Time Classified # of Employees	Full Time Avg Salary
1110 Dept of Personnel	Female	10/Not assigned	8	
		American Indian/Alaskan	1	
		Asian or Pacific Islander	6	
		Black/Not Hispanic origin	3	
		Hispanic		
		White/Not Hispanic origin	66	

Printing Report Results - MS Excel

An alternative to printing report results using the standard web browser functionality is to export results to MS Excel for printing. This may be useful if the report results from the web browser are too large to fit on the standard web page.

To print report results from MS Excel:

1. Export report results to MS Excel (exporting topics are covered in a separate section).
2. Print the report using standard MS Excel print functionality.

i The report layout may need to be adjusted for printing using standard MS Excel formatting/page setup functionality.

